

Technical Branch
Inspection Group
Construction Series

CHIEF CONSTRUCTION INSPECTOR

11/89

CHARACTERISTICS OF THE CLASS:

Under direction organizes, directs and coordinates the work of personnel engaged in the inspection of civil and public works projects; performs related duties as required.

EXAMPLES OF DUTIES:

Develops, evaluates and revises inspection practices to assure compliance with materials, plans and specifications; assigns and supervises the work and activities of construction inspectors engaged in the inspection of public projects such as detention and retention basins, streets, storm sewers, construction, alterations, improvement and repair of public buildings and other projects; inspects work in progress for workmanship, compliance with specifications and construction schedules; confers with supervisory, engineering and subordinate personnel to resolve construction problems; inspects completed installations for conformity to prescribed standards prior to final approval; prepares and/or receives reports of construction progress and materials used; logs and schedules inspection requests.

Trains, assigns, reviews and evaluates the work of assigned personnel; makes recommendations in the selection of new personnel; enforces personnel rules and regulations, standards of conduct and work attendance; maintains files and prepares reports; responsible for custody and the maintenance of assigned automotive equipment; assures compliance with safe working practices and procedures.

MINIMUM QUALIFICATIONS:

Training and Experience: Completion of an Associate's Degree in Construction Technology or two years of Civil Engineering course work, and six years experience in public work including two years of civil work construction inspection experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of construction inspection methods, practices and procedures; considerable knowledge of various types of construction such as streets, storm sewers, earthwork, and building construction; good knowledge of testing equipment procedures and techniques for determining compaction of dirt work and strength of construction materials such as concrete and asphalt; good knowledge of safety working practices and procedures.

Ability to train, plan, assign, supervise, coordinate and evaluate the work of assigned personnel; ability to enforce personnel rules and regulations standards of conduct and work attendance; ability to enforce construction specifications, city code requirements and procedures; abilities to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to enforce safe working practices; ability to make arithmetical computations; ability to read and interpret maps, plans and sketches; ability to maintain files and prepare reports.

Physical Requirements: Mobility within an office and construction site environment; operate a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head